

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET	
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Biological Science Aid							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	404		02	MONTH/DAY/YEAR	YES	NO	MS
				4/22/2002			
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1 st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK		26. POINTS		FACTOR	25. FLD/BMK	
26. POINTS					FACTOR	25. FLD/BMK	
1. Knowledge Required	FLD 1-2		200		6. Personal Contacts	1	
2. Supervisory Controls	FLD 2-1		25		7. Purpose of Contacts	A	
3. Guidelines	FLD 3-1		25		8. Physical Demands	FLD 8-2	
4. Complexity	FLD 4-1		25		9. Work Environment	FLD 9-1	
5. Scope and Effect	FLD 5-1		25		27. TOTAL POINTS		27. 355
Grade based on GS Position Classification Flysheet for Biological Science Technician Series GS- 404, and GLG for Aid & Technical Work in the Biological Sciences GS-400 (TS-111 dtd 12/91)						28. GRADE	28. GS-2
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/2002		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks: FLSA: N Nonsensitive/low risk FPL: Standard Job #404-02					33. OPM CERTIFICATION NUMBER		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 02	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 0404	3. OCC FUNC.	4. OFF. TITLE CD 0011	5. OFF. TITLE (38) BIOLCL SCI AID					
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 2002		
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)									
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)									

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4)										
6. WK. TITLE CD. (4)		7. WK TITLE (38)																
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE										
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) County(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 4 22 02				
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other								
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td>Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td>Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.</td> <td>Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td>5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td>9=Other</td> </tr> </table>														Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other
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23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.			26. DT. INACT/REACT (6) MO DAY YEAR			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)		
30. CLASSIFIER'S SIGNATURE									31. DATE									
32. REMARKS Standard Job #404-02																		

A. MAJOR DUTIES

Performs simple routines in support of research projects. Such duties involve very simple repetitive tests, procedures, routines, or operations which require little knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Laboratory -- prepares routine media, and solutions, by weighing and measuring constituents according to established methods; uses common laboratory equipment and apparatus such as autoclaves, sterilizers, centrifuges and homogenizers; prepares labels for specimens; maintains work area in a neat and orderly manner and may wash or clean other laboratory equipment. Assists in other closely related duties.

Field -- performs simple repetitive tasks incidental to the research project; assists in plot preparation and maintenance, plant harvesting and sample preparation and maintenance, as well as sample and seed sorting, or processing for analysis and storage; may perform such duties as servicing and cleaning insect traps, keeping simple records of work accomplished, etc.

Greenhouses -- performs simple repetitive tasks incidental to the research project such as watering, fertilizing, weeding, potting, and maintaining plants. Maintains work area in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-2: 200 pts)

Knowledge in the use of various laboratory glassware, cleaning solutions, cleaning apparatus, and cleaning methods.

Knowledge of terminology of certain laboratory glassware and equipment.

Ability to accurately measure and mix common chemical solutions.

Knowledge of basic biological laboratory terminology.

Ability to read simple instructions and write legibly.

Knowledge of laboratory procedures and simple routines.

2. SUPERVISORY CONTROLS (FLD 2-1: 25 pts)

All assignments are clearly defined and made with clear, specific, detailed instructions.

The incumbent works as instructed and consults with the supervisor or higher graded technician on all matters not specifically covered in the original guidelines or instructions.

The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. GUIDELINES (FLD 3-1: 25 pts)

Specific detailed guidelines usually provided verbally by the supervisor or higher graded employee, cover all assigned tasks.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. COMPLEXITY (FLD 4-1: 25 pts)

Most assignments are directly related to routine tasks that are clear-cut and directly related.

Steps for completing assignments according to written and oral instructions are memorized.

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. SCOPE AND EFFECT (FLD 5-1: 25 pts)

The work involves the performance of specific routine operations that include a few separate tasks or procedures.

The purpose of this work is to provide a support service to others; however, it has little impact beyond the immediate research unit or location.

6. **PERSONAL CONTACTS** (1a: 30 pts)
and
7. **PURPOSE OF CONTACTS**

Contacts are primarily with other employees within the research location and facilities.

The purpose of contacts is to obtain, clarify, or give facts or information regardless of the nature of those facts. The facts or information may range from easily understood to highly technical.

8. **PHYSICAL DEMANDS** (FLD 8-2: 20 pts)

Typically, the incumbent performs the work in a laboratory, field, and/or greenhouse setting. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, bending, and carrying items ranging from lightweight (in laboratory conditions) to moderately heavyweight (in field conditions).

9. **WORK ENVIRONMENT** (FLD 9-1: 5 pts)

The work is performed in a laboratory which involves everyday risks or discomforts which requires normal safety precautions. The work area is adequately lighted, heated, and ventilated.

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

TOTAL POINTS: 355 points
(GS-2 Range: 255-450 points)